



## MASTER FILE

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DSSD Census 2000 Procedures and Operations Memorandum Series # O-1

MEMORANDUM FOR Brian Monaghan  
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Subject: Specifications for the Quality Assurance  
for Military Group Quarters Address Listing

### I. INTRODUCTION

The Military Group Quarters Address Listing Operation is the method by which the Bureau of the Census obtains address information for Group Quarters (GQ) on military installations<sup>1</sup>. In order to gather this information, a Census Lister is sent to each military installation. While at the military installation, the Census Lister must perform three main tasks for each GQ on the installation:

1. Accurately transcribe the name and address of each GQ,
2. Geocode the GQ by recording the state/county code, block and map spot numbers,
3. Map spot the addresses in the proper block on the military assignment map.

Due to an agreement between the Bureau of the Census and the military, only one visit will be made to each installation, thus it will also be the job of the Census Lister to perform Quality Assurance (QA) according to the QA plan.

### II. PROGRAM OBJECTIVE

The objective of the QA program is to identify and correct unacceptable performance in the three main tasks of the Military Group Quarters Address Listing Operation - transcription, geocoding, and map spotting. This objective is achieved by verifying transcription and canvassing a portion of the GQ in the military installation and making a decision regarding the acceptance of the installation.

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<sup>1</sup>A Group Quarters at a military base is a barracks, Bachelor Officers' Quarters, Unaccompanied Personnel Housing, hospital ward, or dormitory for nurses/interns, disciplinary barracks (jail, stockade), military hotel, or campground.

### **III. PERSONNEL AND TRAINING REQUIREMENTS**

#### **A. Personnel Selection**

All personnel should receive training on the scope and purpose of the QA program. This enforces the importance of submitting accurate information.

### **IV. QUALITY ASSURANCE SAMPLE**

The Census Lister will identify, at random, a sample of ten GQ from the total GQ on the installation using the listing provided by the military project manager. If the installation consists of fewer than ten GQ, the Lister will perform QA on all of the GQ in the installation.

#### **A. Selecting the Sample**

Method 1. A random number between one and the total number of GQ on the installation will be generated. This random number will correspond with the GQ number of the first GQ to be included in the sample. The Lister will then include in the sample the next nine consecutive GQ on the Address List. If the Lister comes to the end of the list before having drawn the complete sample of ten, he should continue from the beginning of the list, taking the first GQ, second GQ, and so on, until he has a sample of ten.

Method 2. If the total number of GQ on the installation is less than ten, all of the GQ will be included in the QA sample.

### **V. QUALITY ASSURANCE VERIFICATION**

Four checks will be made on the QA sample: the transcription verification, the geocoding check, the map spot number check, and the coverage check. A decision whether to accept or to redo the work will be made based on the results of these checks. Attachment B shows the process flow for the QA checks.

#### **A. Transcription Verification**

The transcription verification will take place in the office. For the GQ selected to be in the QA sample, the Lister will compare the Group Quarters Address List with the list that was provided by the project officer. Any errors identified should be corrected and documented on the Quality Assurance Verification Record.

**B. Geocoding Check**

The Lister will visit each GQ in the sample and perform the following:

1. Verify the street address of the GQ.
2. Verify the block number of the GQ.
3. Verify the map spot number of the GQ.
4. Verify the type of GQ and GQ code.
5. Correct all errors and record critical errors on the QA Verification Record.

**C. Map Spot Number Check**

The Lister will visit each GQ in the sample and perform the following:

1. Check that the location of the map spot number on the map accurately represents the GQ location on the ground, specifically that the map spot number is located in the proper block.
2. Correct all errors and record them on the QA Verification Record.

**D. Coverage Check**

The Lister will visit each GQ in the sample and perform the following:

1. Determine the function of the buildings to the immediate left and right of the GQ. If the buildings are GQ, verify that they are included on the Address List with correct address information. If the buildings are not GQ, no action is necessary.
2. Record the address information for any GQ that was previously unlisted, or listed incorrectly on the Address List.
3. Record the number of GQ added on the QA Verification Record.

**VI. QUALITY ASSURANCE DECISION/ DEFINITION OF ERRORS**

After verification, three separate quality decisions will be made. The Lister will make these decisions based on the number of errors detected during the QA checks of the sample. If critical errors are found in the sample, the entire installation must be reworked.

**A. Definition of Errors**

**1. Transcription**

- a. Numeric fields - Item numbers 1-3, 5, 8-10, and 13 on the Address List**
  - i. Any discrepancy between the number entered on the QA Verification Record and the number on the military provided list is considered a critical error.**
- b. Character fields - Item numbers 6, 7, 9, 11, 12 on the Address List**
  - i. Any misspelling is considered a critical error.**

**2. Geocoding**

The Lister will look for and record the following critical errors while canvassing the QA sample:

- a. Block number on Address List inconsistent with GQ location on the ground.**
- b. A mismatch between the map spot number in item number 4 of the Address List and the corresponding map spot number on the census map.**

**3. Map spotting**

The Lister will look for and record the following critical errors while canvassing the QA sample:

- a. Map spot number located in wrong block.**

**4. Coverage**

The Lister will look for and record the following NON-critical errors while canvassing the QA sample:

- a. Missing GQ on Address List.**
- b. Missing GQ on map.**
- c. Incorrect GQ type**

**B. Decisions**

1. If any errors are found during the transcription check, the entire Address List should be 100 percent verified by the Census Lister and the errors recorded on the QA Verification Record. After verifying all of the GQ on the installation, the Lister should identify a new sample to be used in conducting the geocoding, map spotting, and coverage checks.

If no errors are detected, the Lister will mark the appropriate box on the QA Verification Record and go on to the geocoding, map spotting, and coverage checks.

2. If any errors are found during the geocoding or map spotting checks, the Lister should canvass the entire installation to reconcile all differences between the listing and the ground. All corrections made during both the QA check and the canvassing should be recorded on the QA Verification Record.
3. Non-critical errors found by the Lister during the coverage check are to be corrected by the Lister. However, such errors do not require that the entire installation be reworked.

**VII. QUALITY ASSURANCE VERIFICATION RECORD**

The form XXX is used to document critical errors identified by the Census Lister during verification. It is included in this document as Attachment A. Instructions for completing this form are listed below:

**A. Control Information**

The following information must be completed at a minimum:

1. Lister's name
2. Regional Census Center (RCC) name and code
3. Date (the listing date and QA date will be one and the same)
4. Name of the Special Place (installation name)
5. Number of GQ on the installation
6. Number of GQ in the sample verification
7. Military contact name
8. Military contact phone number
9. Sample totals for each QA check

**B. GQ Information**

1. GQ Name and Number
2. GQ Type Code
3. Was the GQ transcribed correctly? (Mark the appropriate box)
4. Was the GQ map spotted correctly? (Mark the appropriate box)
5. Was the GQ geocoded correctly? (Mark the appropriate box)

**C. Decision Information**

1. Decision for each check.
2. Number of corrections made during each check. (For the coverage check, the addition of a GQ constitutes a 'correction')

**D. Submitting the Form**

The Lister should return the QA Verification Record to the RCC with the other listing materials. The RCC will send the white copy of the form to Christine Lynch at headquarters Federal Office Building 2, Room 2501-A. The yellow copy of the form should remain at the RCC.

**VIII. CONTACTS**

Any questions regarding this document should be directed to Christine Lynch on (301) 457-2986, or Jimmie Scott on (301) 457-4210.

**Attachments**

cc: DSSD Census 2000 Procedures and Operations Memorandum Series Distribution List  
Rebecca Chilson (DSSD)  
Joseph Conklin "  
Kevin Haley "  
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Christine Lynch "  
Charles Moore (FLD)  
Jeannie Benetti "

# **Military Group Quarters Quility Assurance Verification Record** **United States Census 2000**

<b>Lister's Name</b>	<b>RCC</b>	<b>List Date</b>	<b>Special Person Name</b>	<b>Total # of GQ</b>	<b># GQ in QA Sample</b>
<b>Contact Name</b>			<b>Contact Phone Number</b>		

<b>GQ Name</b>	<b>GQ Type Code</b>	<b>Correctly Transcribed?</b>		<b>Map spot number in Correct Block?</b>		<b>Geocoded Correctly? (Items 2, 3, AND 4)</b>		<b>Coverage Check - Mark when complete</b>
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
<b>Total number of boxes checked</b>								
<b>Decision (accept or rework)</b>								
<b>Number of Corrections</b>								

Attachment B  
Military Group Quarters  
Address Listing QA Flow  
Chart

